

**CHARTER REVIEW COMMITTEE**  
Meeting Minutes

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**For the Meeting Held On :** June 11, 2015

**Meeting Time :** 6:30 pm

**Location :** Council on Aging – Media Room

**Address :** 328 North Main Street, East Longmeadow, MA

**Meeting Posted On...**      **Day:** Friday      **Date:** 05 / 26 / 2015  
(48 hrs required)

**Is Meeting Being Recorded by Digital Recorder:** Yes ☒ No ☐

**The Minutes of this Meeting are being taken by:** Marge Larocca

**Committee Members:** (check if attended)

Dawn Starks	✓	Russell Denver	✓	William Fonseca		George Kingston	
Larry Levine	✓	Eric Madison	✓	Raymond Miller	✓	Tom O'Connor	✓
Ralph Page	✓						

**Attendees:** Marge Larocca, Jonathan Torcia

**Did the Chair release any prior Executive Session Minutes?**

Yes		No	x
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**Dates of Executive Session Released :**

**TOPIC / MATTER #1**

Interviews – Internal-East Longmeadow

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**Summary of Matter Discussed :**

- The Chair opened the meeting and spoke about internal interviews with Town departments. She noted that some boards and department heads were missed and should be put on the interview schedule. Conversation followed about interviewing the School Superintendent, School Committee, ELCAT Director and Appropriations Committee.
- A discussion began about having the various non-elected committees and commissions to a general meeting instead of meeting with each one individually.
- Discussion began about the internal meetings that have been conducted and it has become evident that the elected board members are expressing their personal views during the interviews. It was decided that an opening statement of the view of the Charter Review Commission be created and provided prior to the meetings. Mr. Madison stated that the interest of the Committee is in what works well for the board and what doesn't work well under the current government structure and not in their position as a board or individually.
- Discussion followed about the upcoming meetings schedule and also about looking into the costs of mailings to registered voters.

**Documents or Exhibits for this Matter:**

- None

**Votes Taken Under this Matter :**

- None

## **TOPIC / MATTER #2**

### **Interviews – External-Other Towns**

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#### **Summary of Matter Discussed :**

- A discussion began about conducting interviews with other Towns. The Chair stated that she would like to have a chart created to track the external town interviews. She asked the members for their opinions on an interview schedule. Mr. Madison stated that towns have yet to be contacted to set up interviews because a timeframe has not been established. He added that community visits will be better served later in the process, in the Fall, as the committee will then have more information.
- Mr. Miller spoke about the different levels of Town Administrators and suggested that it would be good to interview communities with the different levels of Town Administrator.
- Mr. Levine suggested that eight or nine communities should be interviewed and they should probably start the process at the end of August. Mr. Madison stated that other areas of government should be looked at besides the executive branch, and once the commission is further along in the process that they will have a better sense of the information. Discussion followed about similar communities.

#### **Documents or Exhibits for this Matter:**

- None

#### **Votes Taken Under this Matter :**

- None

## **TOPIC / MATTER #3**

### **Consultant**

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#### **Summary of Matter Discussed :**

- Mr. Madison gave a description of the Edward J. Collins, Jr. Center for Public Management at UMASS, Boston and of the work that they do. He gave an explanation of the information in a proposal and an alternate proposal that was received from the Collins Center. He then followed with a description of additional documents: Framework for considering elected and appointed offices, an example of the type of data provided by the Collins Center and the document showing certain highlighted sections of Chapter 30B, Section 1 that pertains to the procurement of supplies and services.
- Mr. Levine stated that the consultant that was used for the last Charter Review Commission is no longer doing that work. He stated that Town Counsel informed him that 3 quotes are required to hire a consultant, and noted that the Collins Center is exempt from that statute. He stated that a consultant would be an immense help to guide the commission.
- Mr. Denver spoke about contacting the law firm of Kopleman & Paige as they represent many cities and towns
- Mr. Madison stated that the language and text of the Charter will likely mirror charters that have been approved by the Attorney General and that the Collins Center brings more than just writing the charter. He asked that everyone take the proposals and review them before a vote is taken, and to send any questions they might have for the Collins Center to him.

- A discussion followed about the funding for the consultant. An explanation was given about the Appropriations Committee's process of consideration for reserve fund transfer requests.
- Mr. Miller gave a description of some of the expenses that the Commission will encounter. Discussion followed about creating a proposal to present to the Appropriations Committee. It was stated that the Commission also needs to get clarification about delivering the information, regarding the charter, to registered voters.
- Discussion began about the timeframe for funding Charter Commission expenses and what amount to present to the Appropriations Committee. Mr. Page made a motion: to ask the Appropriations Committee for \$25,000, which is on top of the \$5,000 we have for a total of \$30,000. The motion was seconded and all were in favor.

**Documents or Exhibits for this Matter:**

- June 8, 2015 Proposal from Edward J. Collins, Jr. Center for Public Management; June 9, 2015 Alternate proposal from Edward J. Collins, Jr. Center for Public Management; Framework for considering elected and appointed offices; Easton Comparables Data on Boards & Committees; Chapter 30B, Section 1

**Votes Taken Under this Matter :**

- A motion was made: to ask the Appropriations Committee for \$25,000, which is on top of the \$5,000 we have for a total of \$30,000. The motion was seconded and all were in favor.

## **TOPIC / MATTER #4**

### **Meeting Minutes – May 27, 2015 & May 28, 2015**

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**Summary of Matter Discussed :**

- The Meeting Minutes of May 27, 2015 and May 28, 2015 were reviewed. A motion was made to accept the minutes of May 27, 2015. The motion was seconded and all were in favor. A motion was made to accept the minutes of May 28, 2015. The motion was seconded and discussion followed about amending the second bulleted item in Topic #4. The motion was amended to accept the May 28, 2015 Meeting Minutes as amended. The motion was seconded and all were in favor.

**Documents or Exhibits for this Matter:**

- Charter Review Commission Meeting Minutes: May 27, 2015 & May 28, 2015

**Votes Taken Under this Matter :**

- A motion was made to accept the minutes of May 27, 2015. The motion was seconded and all were in favor.
- A motion was made to accept the minutes of May 28, 2015. The motion was seconded and discussion followed about amending the second bulleted item in Topic #4. The motion was amended to accept the May 28, 2015 Meeting Minutes as amended. The motion was seconded and all were in favor.

**7:54 PM: Motion to Adjourn**

**Next Meeting: June 25, 2015 – 6:30PM – 328 North Main St. – Media Room**

<b>MEETING FOLLOW UP:</b>
Contact Barry DelCastilho ~ Eric
Contact Collins Center re: Towns they've done Charter work for.
<b>PRIOR MEETING NOTES:</b>
Set up meetings with surrounding communities